



Swallowfield Lower School

Charging and Remissions Policy for School Excursions and Visiting Educational Groups

Although there is no obligation for parents to pay for school excursions or for educationally enriching groups who visit the school, it is standard procedure to request a contribution on the understanding that if enough money isn't raised that the excursion may be cancelled.

The annual Residential Trip, offered to Year 4 children, is a four day residential trip that usually costs between £120 and £150. Governors feel that this Residential Trip provides such a rich learning experience that all should be done to encourage the children to attend.

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances, therefore requests will be considered for financial support.

Our current procedure for informing parents about the Residential Trip and gauging interest is:

- 1 Summer Term: introductory letter to parents providing information and requesting deposit;
- 2 Autumn Term: further details setting out payment schedule and advising of information evening;
- 3 Spring Term: Information Evening;
- 4 Late Spring term: trip takes place.

Review

This policy will be reviewed annually.

Next review - January 2014.